

Appointment

From: Smith, Darcie [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=3AE3C2377EFB42879B943DB8796DDC05-SMITH, DARCIE]
Sent: 7/25/2018 9:47:26 PM
To: Caparoso, Jennifer [Caparoso.Jennifer@epa.gov]; Witt, Jon [Witt.Jon@epa.gov]; Strum, Madeleine [Strum.Madeleine@epa.gov]; Palma, Ted (Palma.Ted@epa.gov) [Palma.Ted@epa.gov]; Shappley, Ned [Shappley.Ned@epa.gov]
BCC: RTP-OAQPS-C335I/RTP-OAQPS-BLDG-C [RTP-OAQPS-C335I@epa.gov]; RTP-OAQPS-919-541-4376-HEID/Phone-Line/RTP-OAQPS-BLDG-C [RTP-OAQPS-Ex. 6 Personal Privacy (PP) HEID@epa.gov]
Subject: mtg on EtO facs
Attachments: checklist_july 25 copy of MASTER ETOX etc..xlsx
Location: RTP-OAQPS-C335I/RTP-OAQPS-BLDG-C; RTP-OAQPS-Ex. 6 Personal Privacy (PP) HEID/Phone-Line/RTP-OAQPS-BLDG-C
Start: 7/26/2018 1:30:00 PM
End: 7/26/2018 2:30:00 PM
Show Time As: Tentative

Required Attendees: Caparoso, Jennifer; Witt, Jon; Strum, Madeleine; Palma, Ted (Palma.Ted@epa.gov); Shappley, Ned

I don't think we'll need the whole time, but I reserved an hour just in case.

Attached is a list of facilities as a checklist – the same as in the larger Excel file. (All the additional info relevant to our discussion is still in the large sheet.)

I will fill you in on the conversation today and then we will walk through the list and talk about them. Our goal is that by the end of the meeting we will have a list to pass forward.

Thanks for meeting on such short notice. This is a quick-turnaround.